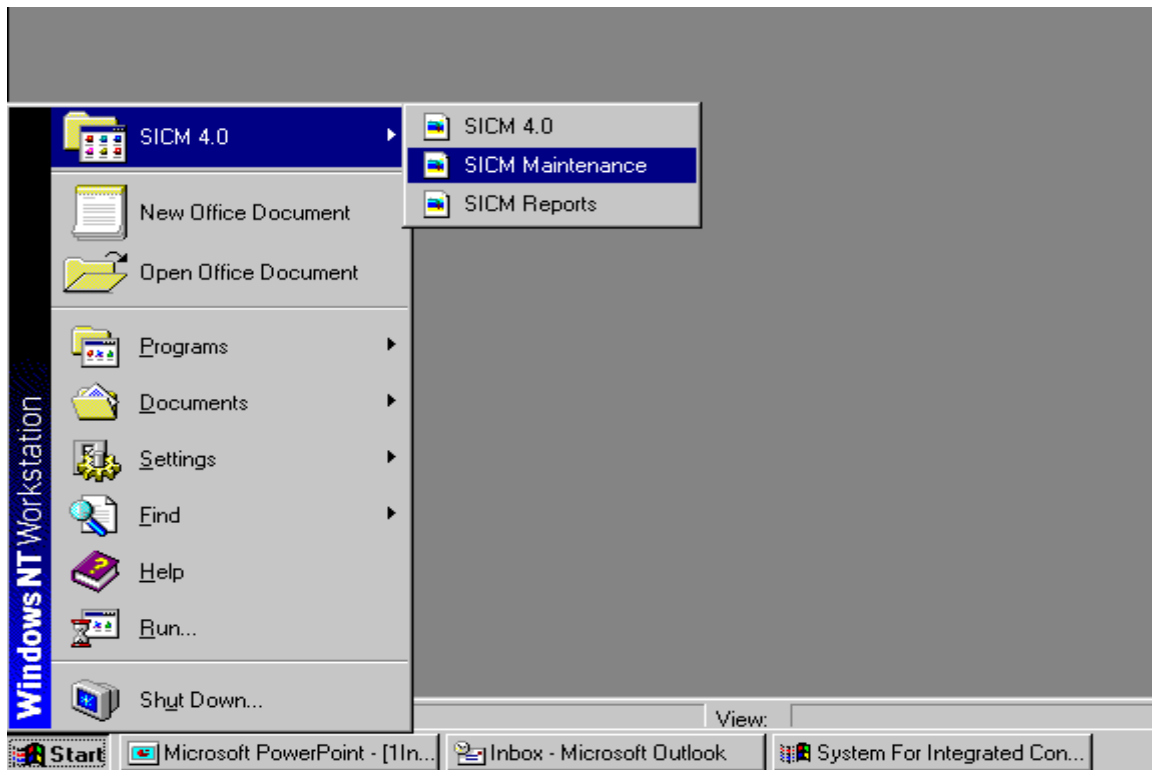


# Chapter 12



# Application Maintenance Module

## 12.0 To Begin SICM Maintenance



### **Introduction**

The main purpose of this module is to provide the local SICM System Administrator with the screen views necessary to manage and maintain the administrative aspects of the SICM 4.0 application. These views deal with specific activities such as: User access and password controls, Theater CAO Team assignments, Local Program Code identification and the Software Change Request Log.

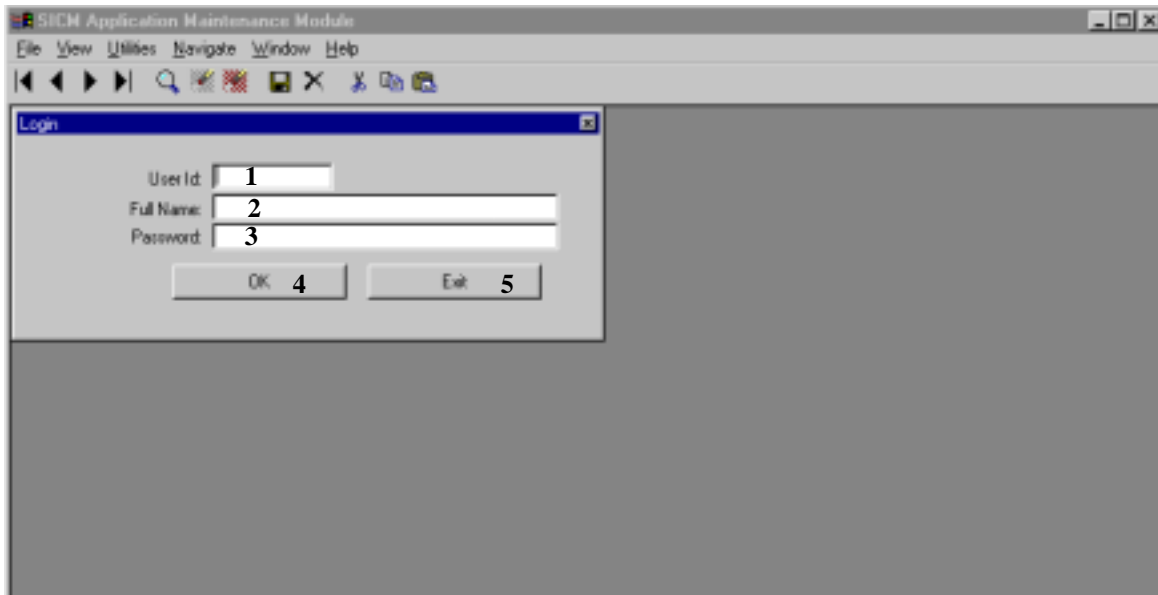
In addition to administrative management, access to the Utilities menu is also available through this module. These Utilities provide individual methods to perform specific correction, rename, and delete operations.

General access to the Maintenance Module is restricted by Login only. However, once in the main menu, further access will be limited to only those users who have been assigned specific access rights by the local SICM System Administrator. If the user is restricted further access, the system will display an Information Message.

### **Opening the Maintenance Module**

Select the Windows START button on the Windows Task Bar. Highlight the SICM 4.0 Icon folder and the following application shortcut options will be displayed: SICM 4.0, SICM Maintenance and SICM Reports. Select the SICM Maintenance option to open the Application Maintenance Module.

## 12.1 SICM Maintenance User Login



**1. User ID** - Enter your Standard DLA User ID consisting of three alpha and four numeric characters. This User ID is assigned by your local SICM System Administrator, and should be consistent with that which is used for other ADP applications.

**2. Full Name** - System generated based on the User ID. User ID information is stored within each individual User profile which is represented in the Users View of this Maintenance Module.

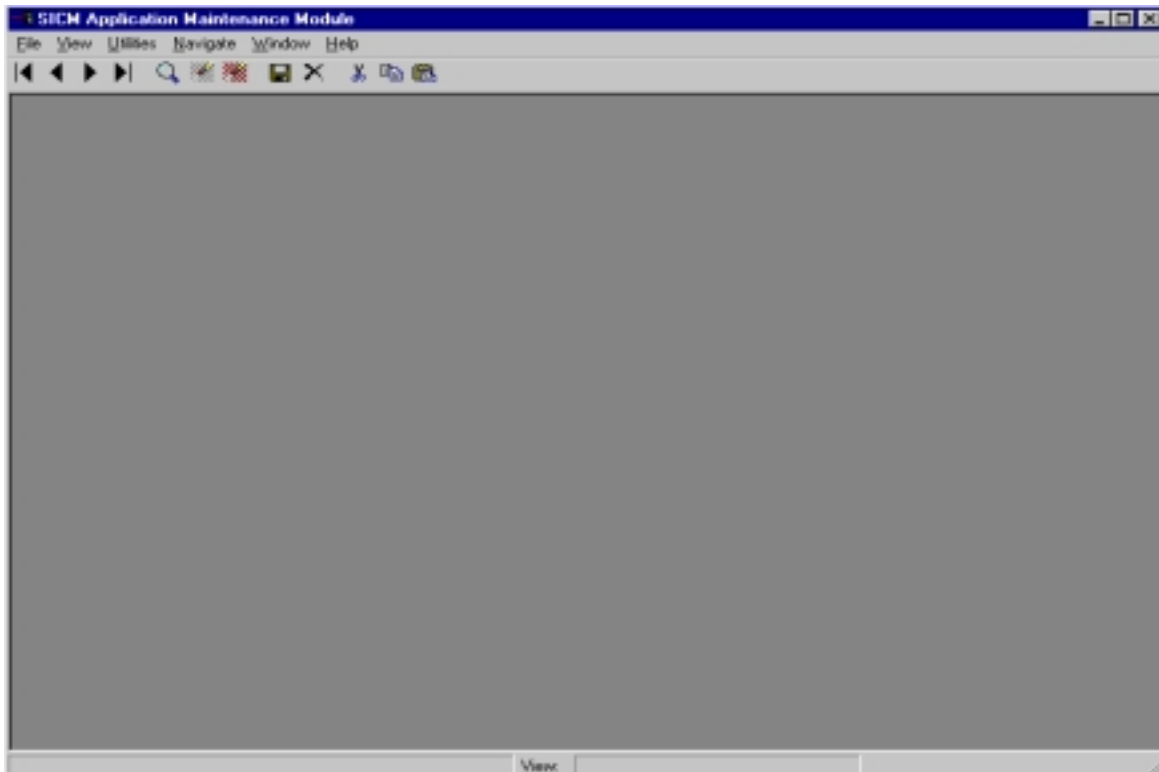
**3. Password** - Enter your User established system password.

**Note:** *Passwords are case sensitive - alpha characters in upper or lower case.*

**4. OK** - Select if all data entered is correct and you wish to proceed with the login.

**5. Exit** - Select to exit the application.

## 12.2 Opening View – SICM Maintenance Module



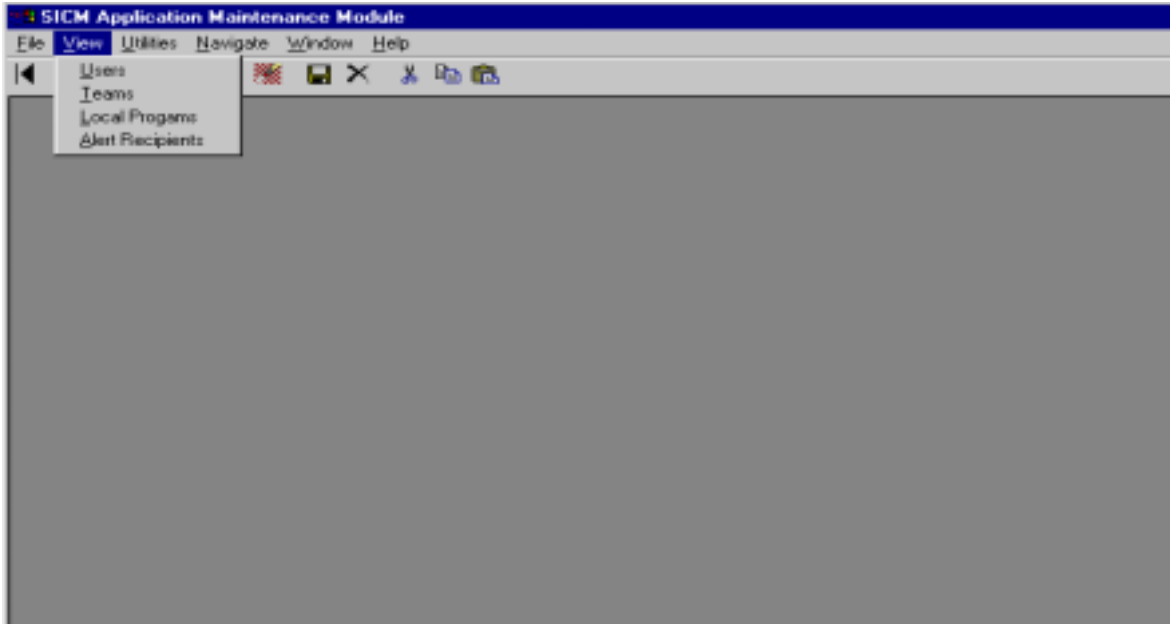
The new version of SICM is a Windows based application. This chapter describes each of the **Top Line Menu** options and functions.



The Toolbar displays standard **Windows Icons**. The function of these icons are described in your Windows Operating System.

## **12.3 View Options**

**View** - This menu selection gives options to perform the following operations:



**Users** - To add/assign/update system User Rights. Refer to Section 12.4 for details.

**Teams** - To add/update Team information. Refer to Section 12.5 for details.

**Local Programs** - To add/update Local Program Codes. Refer to Section 12.6 for details.

**Alert Recipients** - To identify system users who are to receive by e-mail copies of the system generated SICM Alert Notifications. Refer to Section 12.7 for details. Refer also to Chapter 15, Report Utilities and Alert Notifications, for more details regarding these Alert Notification Reports.

**Note: Access will be restricted to persons assigned database administration.**

## 12.4 User Maintenance

User Maintenance

User Id:  Password:  Count:

User Name:  Reset User Password **8**

User E-mail:

Team Id:  Status:  Function:

Restricted Fields' Rights **9**

Schedule orig. date

Restricted Tabs' Rights **10**

R8

Application View Rights **11**

<input type="text" value="W"/> Contract Header	<input type="text" value="W"/> Host CAS	<input type="text" value="W"/> Dormancy	<input type="text" value="W"/> AdminOff	<input type="text" value="W"/> Review
<input type="text" value="W"/> Clins	<input type="text" value="W"/> DD1232	<input type="text" value="W"/> DD1593	<input type="text" value="W"/> IssuedBy	<input type="text" value="W"/> R2 OverAge
<input type="text" value="W"/> DD250	<input type="text" value="W"/> SupportClose	<input type="text" value="W"/> DD1594	<input type="text" value="W"/> Contractor	<input type="text" value="W"/> POC
<input type="text" value="W"/> SF30	<input type="text" value="W"/> Financing Sched	<input type="text" value="W"/> Post Award Conf	<input type="text" value="W"/> Facility	<input type="text" value="W"/> PayOff
<input type="text" value="W"/> DD1716	<input type="text" value="W"/> Voucher SF1034	<input type="text" value="W"/> O and M Actions	<input type="text" value="W"/> Mark For	
<input type="text" value="W"/> R9 Sections	<input type="text" value="W"/> ACRN Details	<input type="text" value="W"/> Performance Event	<input type="text" value="W"/> Ship To	

Maintenance View Rights **12**

<input type="text" value="N"/> Users	<input type="text" value="N"/> Alert Recipients	<input type="text" value="N"/> Utilities <b>14</b>	<input type="text" value="N"/> Delete Voucher	<input type="text" value="N"/> Rename PIIN
<input type="text" value="N"/> Teams <b>13</b>	<input type="text" value="N"/> Delete PIIN	<input type="text" value="N"/> Correct Cage/DODAAC	<input type="text" value="N"/> Rename Clin	
<input type="text" value="N"/> Local Programs	<input type="text" value="N"/> Delete Clin	<input type="text" value="N"/> Correct Contractor Name	<input type="text" value="N"/> Delete ACRN	

The User Maintenance screen provides the local SICM System Administrator a method by which to assign and manage user system access and password functions. The system administrator can control user names, IDs, passwords, and team associations from this screen, and provides both the capability and the authority to assign User Access to specific areas of the system, as well as control their rights within those areas.

- 1. User ID** - Enter your Standard DLA User ID consisting of three alpha and four numeric characters. This User ID is assigned by your local SICM System Administrator, and should be consistent with that which is used for other ADP applications.
- 2. Password** - Passwords are to be a minimum of six (6) positions in length, at least two (2) of which MUST be numbers. The local SICM System Administrator should assign an initial password for each User entered into this registry. Users may change this assigned password using the Change Password screen, located in the main SICM 4.0 application. Refer to Chapter 11, Section 11.1.
- 3. User Name** - Enter the first and last name of the system user being assigned access rights.
- 4. User E-Mail** - Enter the users standard internet e-mail address.
- 5. Team ID** - Enter or select the appropriate 3 alpha character Team Code to identify the team to which the user is assigned.

## **12.4 User Maintenance (continued)**

**6. Status** - Enter or select the appropriate user status as military or civilian.

**7. Function** - Enter or select the users appropriate functional series. (i.e. Quality).

**8. Reset User Password Button** - The system allows each user six consecutive attempts at entering the system before the system will lock them out. This button is to be used by the local SICM System Administrator to reset the password and unlock the system for the user ID identified in Block 1.

**9. Restricted Fields' Rights** - Allows the local SICM System Administrator to restrict access rights at the Data Field level. Enter or select from the drop down menu the level of access being granted. (B-Both, D-Delete, E-Edit, N-No Rights)

*Schedule Orig. Date* - Reference Chapter 3, Section 3.7, paragraph 3, Orig. Date.

**Rights to edit and/or delete this data field should be restricted to only those individuals assigned the responsibility and authority to alter a critical data field.** Edit and/or delete rights to this field will also allow the edit and/or deletion of Schedule Detail Lines.

**10. Restricted Tabs' Rights** - Allows the local SICM System Administrator to restrict access rights at the Data Tab level. Enter or select from the drop down menu the level of access being granted. (E-Edit Rights or N-No Edit Rights)

**R8** - Reference Chapter 3, Section 3.8. **Rights to edit and/or delete data entered into this Tab should be restricted to only those individuals assigned the responsibility and authority to alter contractor performance data.**

**11. Application View Rights** - Allows the local SICM System Administrator to restrict access rights at the Application View level. Enter or select from the drop down menu the level of access being granted. (W-Write, R-Read, N-Neither)

**12. Maintenance View Rights** - Allows the local SICM System Administrator to restrict access rights at the Maintenance View level. Enter or select from the drop down menu the level of access being granted. (W-Write, R-Read, N-Neither).

**13. Users / Teams / Local Programs / Alert Recipients** - Restricts access rights for the Users, Teams, Local Programs and Alert Recipients screen views located within the Maintenance Module.

**14. Utilities Rights** - Restricts access rights to the Utilities now located within the Maintenance Module. The Utilities allow the editing and deletion of system Key Fields. **Access should be restricted to only those individuals assigned the responsibility and authority to alter Key Fields.**

*The User Maintenance Screen is SAVED by using the Save Icon or the F2 Function Key.*

*Note: If the local SICM Administrator changes a user's access rights, that user must exit the system and re-enter the application before the changes will be initialized.*

## 12.5 Teams Entry

The screenshot shows two windows. The top window, titled "Teams Entry", contains five input fields: "Team Id" (labeled 1), "Team Name" (labeled 2), "Mocas Org Code" (labeled 5), "Address" (labeled 3), and "Country" (labeled 4). The bottom window, titled "Team Selection", displays a table of teams. The first row is highlighted in blue.

Team Id	Team Name
GA	DCMC Middle East (Saudi Arabia)
GAD	DCMC Middle East - Command
GAE	DCMC Middle East - Egypt
GAK	DCMC Middle East - Kuwait
GAM	DCMC Middle East - MST
GAO	DCMC Middle East - Saudi Operations
GAOA	DCMC Middle East - Aviation Team
GAOC	DCMC Middle East - Close Combat Team
GAOP	DCMC Middle East - Peace Shield Team

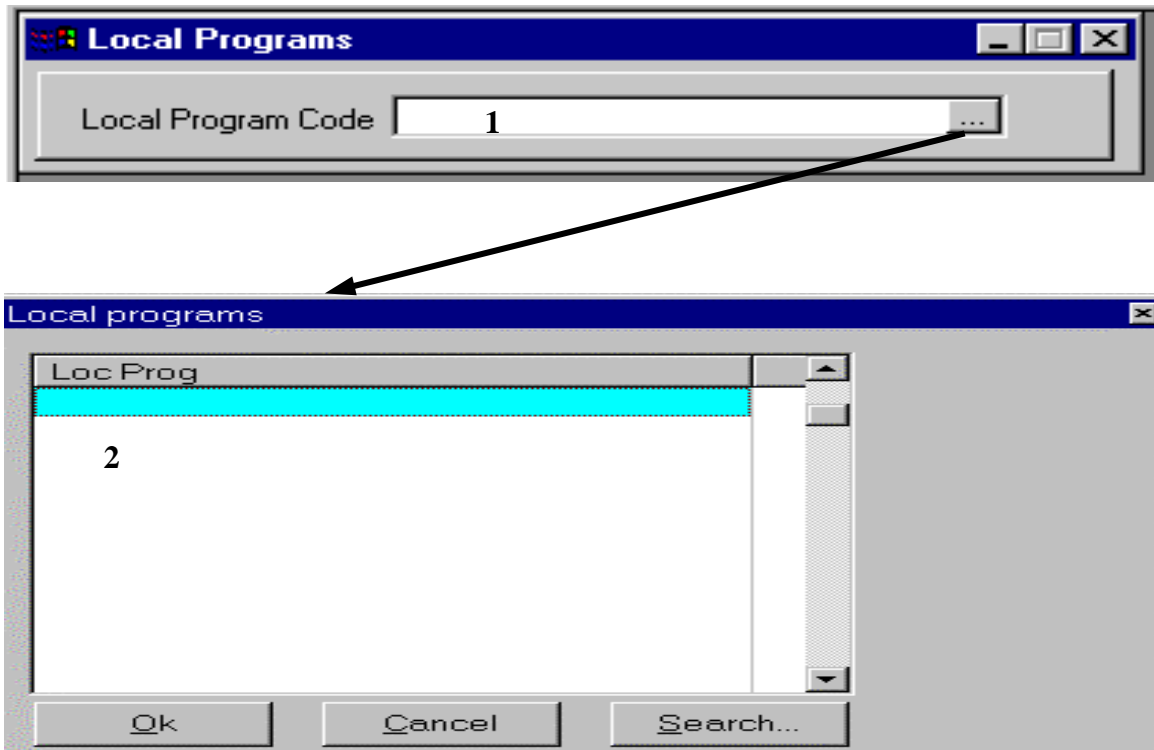
The purpose of the Teams Entry maintenance screen is to allow the local SICM System Administrator to add, edit, and delete the Theater CAO Team symbol or codes assigned in the system.

- 1. Team Id** - Enter or select from the selection list, the appropriate Theater CAO Team symbol that is being edited. If an established Team is selected, the system will populate the remaining fields.
- 2. Team Name** - Enter or select from the selection list, the appropriate Theater CAO Team name that is being edited. If an established Team is selected, the system will populate the remaining fields.
- 3. Address** - Enter or edit the Theater CAO address data with the name of the City (and Province where applicable) where the office is located.
- 4. Country** - Enter or edit the Theater CAO address data with the name of the Country where the office is located.
- 5. Mocas Org Code** - The system will populate this field with the Mocas Org Code that corresponds to the CAO Team DoDAAC.

*The Teams Entry Screen is SAVED by using the Save Icon or the F2 Function Key.*



## 12.6 Local Programs



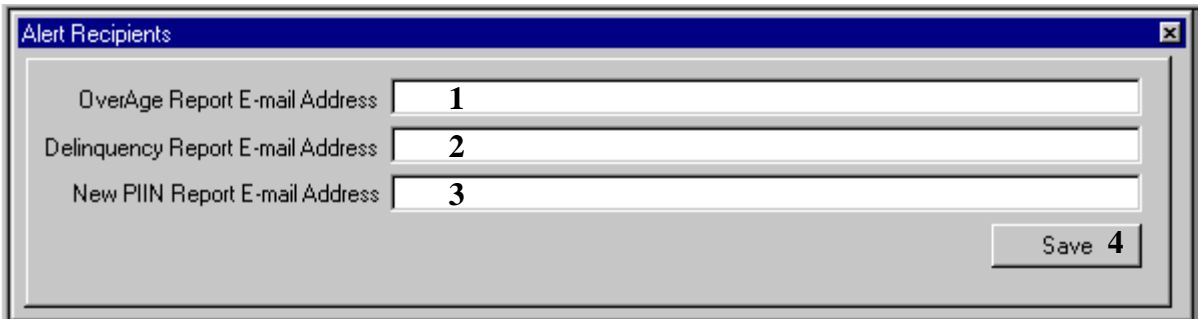
The purpose of the Local Programs screen is to allow the local SICM System Administrator the ability to add, edit, or delete programs from the Local Program Selection List. This list can be accessed by Block 21 of the Contract Header screen.

**1. Local Program Code** - Enter or select from the selection list, the appropriate Local Program code.

**2. Local Program Code Selection List** - These fields will be populated with only those local programs reflected in PLAS by the local SICM System Administrator. Only those local program codes contained in PLAS should be included in the selection list.

*The Local Programs Screen is SAVED by using the Save Icon or the F2 Function Key.*

## **12.7 Alert Notifications**



The screenshot shows a Windows-style dialog box titled "Alert Recipients". It contains three text input fields, each preceded by a label: "OverAge Report E-mail Address", "Delinquency Report E-mail Address", and "New PIIN Report E-mail Address". The first field contains the number "1", the second contains "2", and the third contains "3". In the bottom right corner of the dialog, there is a button labeled "Save" followed by the number "4".

The purpose of the Alert Recipients screen is to allow the local SICM System Administrator a method to identify those system users who are to receive, by e-mail, copies of the system generated SICM Alert Notifications. Refer to Chapter 15, Report Utilities and Alert Notifications, for more details regarding these Alert Notification Reports.

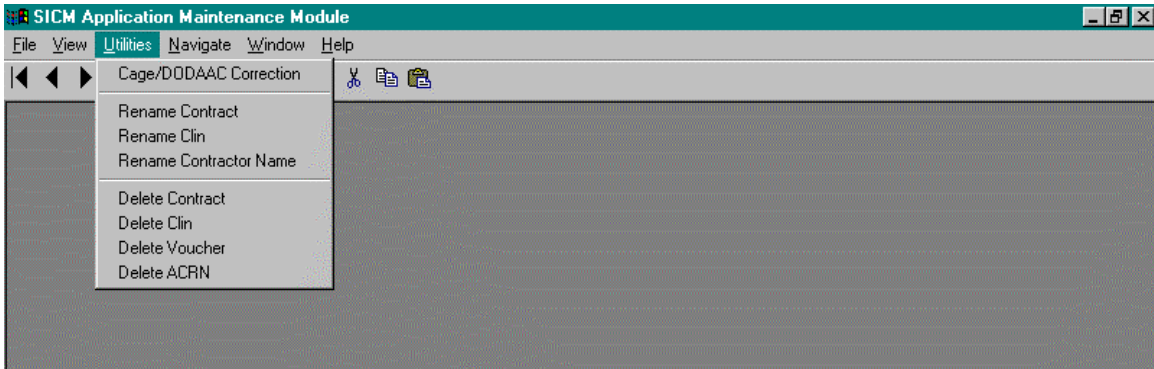
- 1. OverAge Report E-mail Address** - Enter the e-mail address of the user who is to receive a copy of the associated system generated SICM Alert Notification.
- 2. Delinquency Report E-mail Address** - Enter the e-mail address of the user who is to receive a copy of the associated system generated SICM Alert Notification.
- 3. New PIIN Report E-mail Address** - Enter the e-mail address of the user who is to receive a copy of the associated system generated SICM Alert Notification.
- 4. Save Button** - Use this Save Button to SAVE the Alert Recipients Screen.

**Note:** *Entries are restricted to one e-mail address entry per line.*

If more than one user is required to receive a copy of any of these Alert Notifications, an Outlook Distribution List will need to be established (and maintained) at the CAO level by the local LAN Administrator to identify these individuals. For ease of reference, the Distribution Lists should bear the same name as the associated Alert Notification.

## **12.8 Utilities**

**Utilities** - This menu selection gives options to perform the following correction, rename and delete operations. **User Right Restrictions Apply:**



*Only authorized users with the proper access rights will be allowed to access and use the following utilities:*

**Cage/DODAAC Correction** utility allows the change or update of a Contractor Cage or DoD Activity Codes on entered contracts.

**Rename Contract** utility allows the renaming of a Contract Number associated with a previously entered contract.

**Rename Clin** utility allows the renaming of a CLIN associated with a previously entered contract.

**Rename Contractor Name** utility allows the renaming of a Contractor Name associated with a previously entered contract.

*Access to the following Utilities should be restricted to only those individuals assigned the responsibility and authority to alter Key Fields:*

**Delete Contract** utility allows the deletion of a Contract and all of the associated data records from the system.

**Delete Clin** utility allows the deletion of a CLIN and all associated data records from the system.

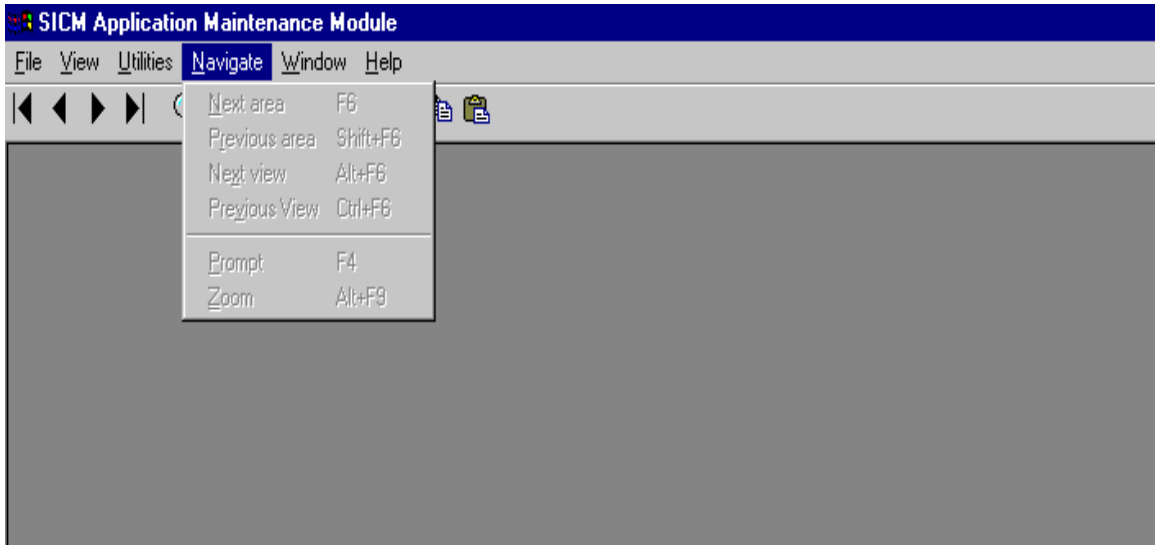
**Delete Voucher** utility allows the deletion of a Voucher Number and the associated Voucher Header information ONLY. Voucher Details must be deleted individually from the Voucher Screen.

**Delete ACRN** utility allows the deletion of an Acrn and Acrn Part 2.

*Refer to Chapter 13, Utilities, for individual Utility definitions and details.*

## **12.9 SICM Maintenance Top Line Drop Down Menu**

**Navigate** - This menu selection gives options to perform the following operations:



**Next area** advances the system to the next available field.

**Previous area** advances the system to the prior available field.

**Next View** advances the system to the next available screen.

**Previous View** advances the system to the prior available screen.

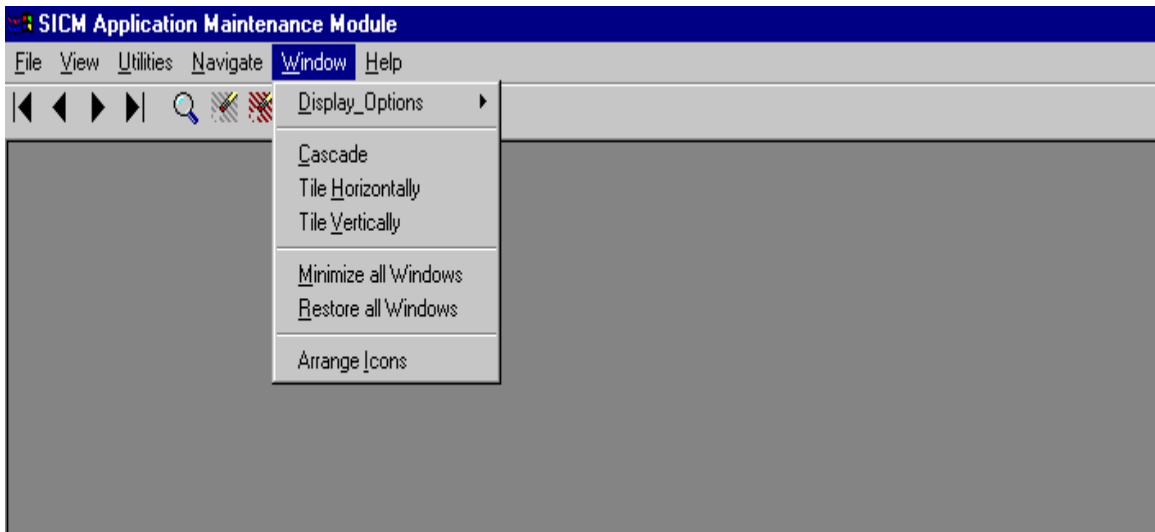
**Prompt** copies last entry into a set data field.

**Zoom** increases view size available.

***Note:** These Navigate options are only available to the user when another view within the application is OPEN.*

## **12.9 SICM Maintenance Top Line Drop Down Menu (cont.)**

**Window** - This menu selection gives options to perform the following operations:



**Display Options** is a windows feature to view tool bar, status bar, and auto arrange icons options.

**Cascade** is a windows feature to display views in a cascading fashion.

**Tile Horizontally** is a windows feature to display views in a horizontal fashion.

**Tile Vertically** is a windows feature to display views in a vertical fashion.

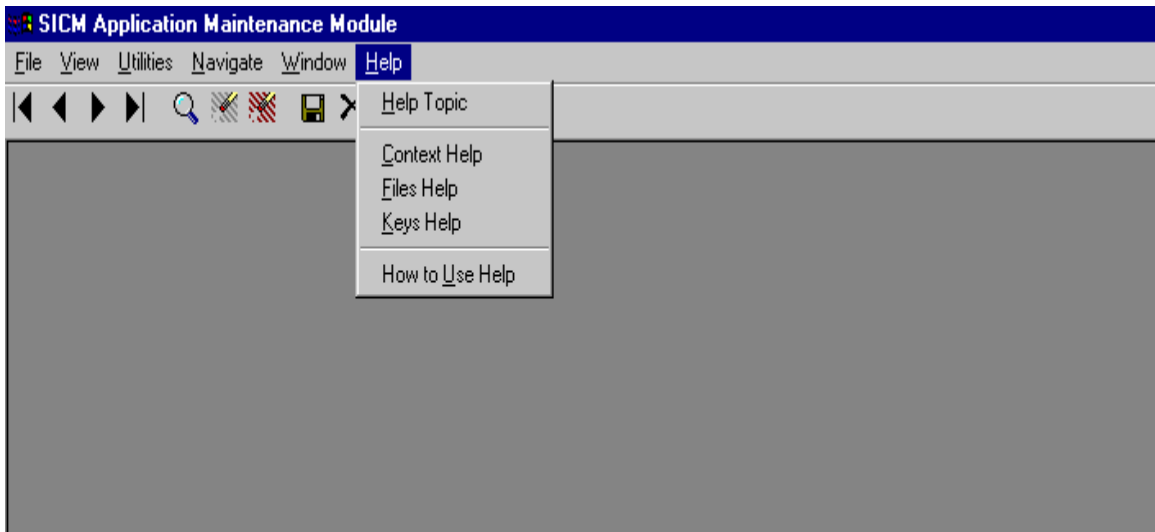
**Minimize all Windows** is a feature to clear your desktop of all open views.

**Restore all Windows** is a feature to replace all minimized views to an open status.

**Arrange Icons** is a windows feature to align shortcut icons on your desktop.

## **12.9 SICM Maintenance Top Line Drop Down Menu (cont.)**

**Help** - This menu selection gives options to perform the following operations:



**Help Topic** is a windows feature which defines the help search to topics.

**Context Help** is a windows feature which defines the help search to context.

**Files Help** is a windows feature which defines the help search to files.

**Keys Help** is a windows feature which defines the help search to keys.

**How to Use Help** is a windows feature which provides instructions to the help function.

**About** Help is a windows feature which describes the help function.